

# Transcript

## Intro

0:09

hi

0:10

i'm lauren berger from intern queen.com

0:12

and i am known as the intern queen

0:18

okay so take a deep breath internships

0:21

can be a long grueling process but i

0:23

promise

0:23

once you get that internship it is going

0:25

to be so worth it

0:27

so you're going to make a list of all of

0:29

the companies where you see yourself

0:30

working

0:31

now remember a lot of students make the

0:33

mistake of only applying for two or

0:35

three internships and they're at big

0:37

brand name companies so you want to take

0:39

a second

0:40

read through all the internship listings

0:41

if you're on sites like [internqueen.com](http://internqueen.com)

0:44

or wherever you might be looking read

0:46

over all the information because some

0:48

great opportunities

0:49

might be associated with companies that

0:51

you haven't heard of before and that's

0:53

okay

0:54

go after those companies as well go

0:55

after a variety of companies

0:57

10 to 20 companies for the summer it is

1:00

very competitive 2011 is the most

1:02

competitive internship season ever

1:05

so you need to be prepared and remember

1:07

don't take no for an answer

1:08

you're not going to stop until you land

1:10

an internship so be

1:12

confident this is definitely a process

1:13

that you can handle i'm a big fan of

1:15

blocking out large chunks of time to get

1:18

this stuff done

1:19

so block out your time let's get the

1:21

applications done

1:22

first and then we'll follow up and we're

1:24

going to get you an internship no

1:26

problem

## **What You Need**

1:30

so to apply for an internship you need

1:32

your resume your cover letter your

1:33

letters of recommendation

1:35

you want to always have letters of

1:36

recommendation on hand so if that

1:38

opportunity does require them

1:40

you always have some and you're always

1:42

ready and prepared and focused

1:44

now if you're going after internships in

1:46

the graphic design world

1:47

in the publishing world in the writing

1:49

world you also might need an

1:51

online portfolio or writing samples just

1:53

remember to always customize

1:55

and target your materials for the

1:57

position you're applying for

## **The Interview**

2:02

all right this is the biggest day of

2:04

your life and you don't even know it yet

2:06

internships are priceless take a deep

2:08

breath walk into that interview

2:11

button your jacket look nice you know

2:13

make sure you're

2:15

nicely dressed and groomed properly go

2:17

in there introduce yourself with a firm

2:19

handshake

2:20

Speak clearly make sure you're paying

2:22

attention make eye contact

2:23

if you have any notes with you don't be

2:25

looking down at them the entire time

2:27

it's okay to reference some notes at the

2:28

end

2:29

and if you haven't gone to that company

2:31

website while you're waiting for that

2:33

interview

2:33

get on your phone and go to that company

2:35

website look at their mission statement

2:37

look at the about us

2:38

google them really quickly look up who

2:40

their clients are if they've been in the

2:42

news lately

2:42

make sure you are knowledgeable about

2:44

the company when the employer says to

2:46

you do you know

2:47

what our company does you should have

2:49

some sort of idea don't go into this

2:51

stuff blindly

2:52

good luck internships are the

2:54



opportunities of a lifetime

## **Make the Most of it**

3:00

so at your internship you'll want to

3:02

make the most of it now a lot of

3:04

students

3:04

get the internship they're excited

3:06

hooray they got the internship of their

3:07

dreams and then they stop they don't do

3:09

anything

3:10

you need to make the most of any

3:12

opportunity that presents itself

3:13

so that means connecting with as many

3:16

people as you possibly can at that

3:18

internship opportunity

3:19

introduce yourself your first name your

3:21

last name to as many people as possible

3:24

these are your professional contacts you

3:26

will be in touch with these people

3:28

forever and they are priceless priceless

3:31

connections

3:32

now if you're sitting in the corner the

3:34

second that you have nothing to do

3:36

get out of that chair go up to that

3:38

internship coordinator

3:39

and tell them is there anything i can do

3:42

can i help

3:43

always offer to help never let them

3:45

catch you sitting in the corner doing

3:47

nothing

3:47

and if that person doesn't need help who

3:49

else in the office can i help

3:51

again you want to meet as many people as

3:53

possible so that you're

3:54

constantly building your professional

3:57

connections at the internship

3:59

if you want to learn more go to media

4:01

bistro how-to videos

(English auto-generated)